



U. S. MISSION

Vacancy Announcement

Riyadh – Jeddah - Dhahran

11-36	VACANCY ANNOUNCEMENT - RIYADH	04/09/11
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OPEN TO	ALL INTERESTED APPLICANTS
POSITION	ASSISTANT EDUCATION ADVISOR, FSN-08 POSITION NUMBER 100532
OPENING DATE	SATURDAY, APRIL 09, 2011
CLOSING DATE	SATURDAY, APRIL 23, 2011
WORK HOURS	FULL-TIME; 40 HOURS/WEEK
SALARY	<p>* ORDINARILY RESIDENT: POSITION GRADE: FSN-08, SR. 77,702 (ANNUAL BASIC SALARY EXCLUDING ELIGIBLE ALLOWANCES).</p> <p>*NOT ORDINARILY RESIDENT (NOR): POSITION GRADE: FP-06 US\$ 44,737 --GRADE DETERMINATION WILL BE APPROVED BY WASHINGTON. --U. S. FEDERAL AND STATE TAXES WILL BE DEDUCTED FROM THE SALARY.</p>
NOTE	THE ACTUAL HIRING FOR THIS POSITION WILL BE CONTINGENT UPON AVAILABILITY OF FUNDS

NOTE

- **ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED TRANSFERABLE WORK PERMIT AND/OR RESIDENCY PERMIT IN ORDER TO BE ELIGIBLE FOR CONSIDERATION.**
- **ONCE SELECTED, A WRITTEN NOTE FROM THE CURRENT EMPLOYER/ SPONSOR CONFIRMING THE RELEASE WILL BE REQUIRED BEFORE HIRING IS EFFECTED.**

The U.S. Mission in Saudi Arabia is seeking an individual for the position of an Assistant Education Advisor.

BASIC FUNCTION OF POSITION

The Assistant Education Advisor of the Embassy's Education USA Center supports and implements the educational advising program at the U.S. Embassy-Riyadh. Responsible for working one-on-one with students and advising about the options for study in the U.S. This includes assistance and advice on the intricacies of application procedures for international students to U.S. institutions. The Assistant Education Advisor assists in designing and conducting the Embassy's student advising outreach to a wide range of Saudi prospective students and their parents. Responsibilities also include assisting the Senior Education Advisor with reports to PAO on changes and trends in the Saudi and U.S. education systems and incorporates findings into education briefings. The Education Advisor is a key representative of the U.S. Embassy to the growing youth population. The Assistant Education Advisor helps implement the budget, orders resource materials and publications for the center. The Assistant Education Advisor is responsible for assisting the Senior Education Advisor with group and individual advising sessions, specialized education sessions, pre departure orientations to professors, ministry officials and students going to the U.S. on educational exchange programs. The incumbent of the Assistant Education Advisor position assumes charge of the center in the absence of the Senior Education Advisor. The Assistant Education Advisor performs administrative tasks, such as reporting, recording, and cataloguing information and updating materials, databases and websites.

QUALIFICATIONS REQUIRED

NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

1. **Education**: Completion of Bachelors degree from a U.S. regionally accredited institution in an education related field such as social sciences, counseling, or teaching.
2. **Experience**: Minimum of 2 years of counseling, teaching, or relevant work experience required; 1 year of managerial experience required.
3. **Language Requirements**: Level IV (Fluent: Read/Write/Speak) in English.
4. **Knowledge/Other Criteria**: Must have extensive knowledge of the U.S. educational system at all levels, from elementary school to post-graduate study. Must have excellent knowledge of the Saudi educational system and scholarship opportunities. Knowledge related to public diplomacy as it pertains to U.S. - Saudi relations would be useful.
5. **Other Skills**: Must have excellent presentation and public speaking skills. Must have guidance and academic counseling skills, and commitment youth focused communication and interpersonal skills. Knowledge of MS Word, MS Excel, PowerPoint and a solid understand of academic counseling resources on the Internet. Ability to be flexible in the face of changing circumstances.

SELECTION PROCESS

When equally qualified, US citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidates address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.

2. Current employees serving a probationary period **are not eligible to apply.**

TO APPLY

Interested applicants for this position **must** submit the following or the applications will not be considered:

1. Application for U.S. Federal Employment DS-174;
2. A current resume or curriculum vitae;
3. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application.
4. A clear copy of valid Saudi identity card or residence/work permit.
5. Any other documentation (e.g. copy of valid work permit, essays, certificates, awards, copies of degrees earned) that addresses the qualifications requirements of the position as listed above.

SUBMIT APPLICATION TO

In person: Front Gate, American Embassy, Riyadh, or

By mail: Human Resources Office, Riyadh

P. O. Box 94309, Riyadh 11693

By e-mail: HRORiyadh@state.gov

FAX: 01-488-7765

DEFINITIONS*

1. US Citizen Eligible Family Member (USEFM): For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:

- US Citizen; and,
- EFM (see above) at least 18 years old; and,
- Listed on the travel orders of a direct-hire Foreign, Civil, or uniformed service member assigned to or stationed abroad with a USG agency that is under COM authority, or at an office of the American Institute in Taiwan; and either:
 1. Resides at the sponsoring employee's or uniformed service member's post of assignment abroad or at an office of the American Institute in Taiwan; or
 2. Resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2.

2. EFM: An individual related to a US Government employee in one of the following ways:

- Spouse;
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term shall include, in addition to natural offspring, stepchildren and adopted children and those under legal guardianship of the employee or the spouse when such children are expected to be under such legal guardianship until they reach 21 years of age and when dependent upon and normally residing with the guardian;
- Parent (including stepparents and legally adoptive parents) of the employee or of the spouse, when such parent is at least 51 percent dependent on the employee for support;

- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, or of the spouse, when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support.

3. Member of Household (MOH): An individual who accompanies a direct-hire Foreign, Civil, or uniformed service member permanently assigned or stationed at a U.S. Foreign Service post or establishment abroad, or at an office of the American Institute in Taiwan. An MOH is:

- Not an EFM; and,
- Not on the travel orders of the sponsoring employee; and,
- Has been officially declared by the sponsoring USG employee to the COM as part of his/her household.

A MOH is under COM authority and may include a parent, unmarried partner, and other relative or adult child who falls outside the Department's current legal and statutory definition of family member. A MOH does not have to be a US Citizen.

4. Not Ordinarily Resident (NOR): An individual who:

- Is not a citizen of the host country; and,
- Does not ordinarily reside (*OR*, see below) in the host country; and,
- Is not subject to host country employment and tax laws; and,
- Has a US Social Security Number (SSN).

NOR employees are compensated under a GS or FS salary schedule, not under the LCP.

5. Ordinarily Resident (OR): A Foreign National or US citizen who:

- Is locally resident; and,
- Has legal, permanent resident status within the host country; and,
- Is subject to host country employment and tax laws.

EFMs without US Social Security Numbers are also OR. All OR employees, including US citizens, are compensated in accordance with the LCP.

CLOSING DATE: CLOSE OF BUSINESS (1700HRS) SATURDAY, APRIL 23, 2011

The US Mission in Saudi Arabia provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such

complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.